

Noncompetitive Procurement Justification No. 002-07-2017-NCJ
Automotive Services

(This Form must be fully completed annually and placed within the applicable Agency contract file.)

Within Section 8.5.A of HUD Procurement Handbook 7460.8 REV 2 it states, "Procurement by noncompetitive proposals shall be conducted only if a written justification is made as to the necessity of using this method in accordance with the procedures described in PHA's procurement policy. . . . Approval to award a contract resulting from a noncompetitive proposal does not eliminate or alter any other requirements of 24 CFR 85.36 governing the contract. The justification <shall> include the following information:"

NAME OF CONTRACTOR: City of Peoria

- (1) Description of the requirement: Experienced Mechanic's to work on a variety of vehicle makes and models. Have the necessary equipment and tools to complete required work to keep PHA's vehicle in good working order. This would include, but not limited to changing of oil, replacement of filters, belts, wipers, battery, tires, diagnostic, etc.
- (2) History of prior purchases and their nature (competitive vs. noncompetitive): PHA has solicited this type of service three times since 2009. Each time PHA contacted multiple Auto Repair Companies and Car Dealerships and we were only able to obtain one bid.
- (3) The specific exception in 24 CFR 85.36(d)(4)(i)(A) through (D) which applies (mark with an "X"):

[Table No. 1]

| (1) "X" | (2) Description |
|------------|---------------------------------------------------------------------------------------------------------------------------|
| | (A) The item is available only from a single source; |
| | (B) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation; |
| X | (C) The awarding agency [HUD] authorizes noncompetitive proposals; or |
| | (D) After solicitation of a number of sources, competition is determined inadequate. |

- (4) Statement as to the unique circumstances that require award by noncompetitive proposals: After repeated effort to obtain bids for multiple companies PHA has only been able to get one company to respond to our RFQ. Benson Automotive has selected to close their business.
- (5) Description of the efforts made to find competitive sources (i.e., advertisement in trade journals or local publications; phone calls to local suppliers; issuance of a written solicitation; etc.): In the past we advertised in the local paper, make phone calls, generated emails.
- (6) Statement as to efforts that will be taken in the future to promote competition for the requirement: When it is not possible to work with a government entity that provides this service PHA will continue to us social media. In addition, we will reach out via phone and email.

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(7) The Agency has addressed/completed the following (each attached hereto):

[Table No. 2]

| (1) Tab* | (2) "X" | (3) Description | (4) Regulatory Reference** |
|-------------|------------|----------------------------------------------|-------------------------------------|
| | | Value of the procurement: \$ | |
| | NA | Independent Cost Estimate (ICE) | [3.2]; {(f)(1)} |
| | X | Cost/Price Analysis (CPA) | [10.3] [Appendix 12] {(f)} |
| | NA | References | |
| | NA | Licensing | |
| | X | Insurance | |
| | X | HUD LDP/GSA SAM | [10.2.H] |
| | NA | Section 3 (if applicable) | [15.2] {24CFR135} |
| | NA | Rationale For Award (RFA) | [6.12.B.2] [10.2.E]; {(b)(9)} |
| | X | Executed an appropriate contract form (P.O.) | [10.1; 10.5] |

*The tab that the noted information is attached hereunder.

**" []" = reference within HUD Procurement Handbook 7460.8 REV 2.

**" { }" = reference within 24 CFR 85.36 (or other referenced CFR).

The undersigned, having familiarized himself/herself with the applicable regulations, has gathered and reviewed the above noted documents and hereby affirms that the listed information is, to his/her best knowledge, true and accurate.



07/17/17 Paul E Bollinger

CEO

Signature

Date

Printed Name

Title